



2800 SW Topeka Boulevard  
Topeka, Kansas 66611  
Phone (785) 274-1412  
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# Kansas Emergency Management Training

Visit our website for a full listing of courses available in Kansas <http://www.kansastag.gov/KDEM.asp?PageID=266>

## WebEOC Basics, Spill Database, and One Call Notification Training

Register online at <https://ks.train.org>  
search for Course ID 1053268

The State of Kansas will be implementing a new Spill and All Hazard telephone notification process, accompanied by a new spill reporting database that will replace the current Form A reporting process. This change will occur on December 1, 2014. It is imperative that all users understand how to make notifications, as well as complete the Form A. The Kansas Division of Emergency Management is offering this training course to all users across the state before the implementation of the program.

The intended audience for this course is anyone who uses Web EOC, would like to learn WebEOC, or anyone that makes spill or all hazard notifications to the state. This includes state, county, federal, and industry partners.

This course is designed to train individuals on the basic use of WebEOC, in depth use of the new WebEOC Spill Database, and use of the new Kansas Spill and All Hazards notification line.

Training will be hands on. **It is recommended that the students bring their own laptops, but computers will be provided as necessary.** A student workbook will also be provided and can be used as a reference guide after the training.

### Objectives

- Understand the basic operations of WebEOC
- View, edit, and save changes to an Incident Report
- Successfully navigate the Spill and All Hazards Notification Line
- Educate users within their own agency on the use of the system

Space for training is limited. Early enrollment is encouraged and additional courses will be offered if there is a need. If a training date is not available that meets your needs, please contact **Jamie Schwartz** at (785) 274-1423, or by email at [Jamie.L.schwartz4.nfg@mail.mil](mailto:Jamie.L.schwartz4.nfg@mail.mil).

**October 27 - 9am to 12pm**  
Lyon County Sheriff's Office •  
425 Mechanic Street • **Emporia**

**October 28 - 9am to 12pm**  
KDEM State EOC • 2800 SW  
Topeka Boulevard • **Topeka**

**November 5 - 9am to 4pm**  
Ellis County LEC • 105 W. 12th  
Street • **Hays**

**November 6 - 9am to 12pm**  
Emergency Services Academy •  
703 2nd Street • **Clay Center**

**November 10 - 9am to 12pm**  
Douglas County EOC • 111 E.  
11th Street • **Lawrence**

**November 17 - 9am to 12pm**  
Ford Co. Sheriff's Office • 11311  
E. Comanche • **Dodge City**

**November 18 - 9am to 12pm**  
Reno County Courthouse • 206  
W. 1st Avenue • **Hutchinson**

**November 19 - 9am to 12pm**  
Kingman Activity Center • 121  
S. Main Street • **Kingman**

**November 20 - 9am to 12pm**  
Allen County Regional Hospital •  
3066 N. Kentucky • **Iola**

New  
Session!

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Need help?

Isabel Herrera

Schultes

[maria.i.herrera13](mailto:maria.i.herrera13.nfg@mail.mil)

[.nfg@mail.mil](mailto:.nfg@mail.mil)

(785) 274-1412

**KS-TRAIN**

**Help Desk**

[helpdesk@kdhe](mailto:helpdesk@kdhe)

[ks.gov](mailto:ks.gov) (785) 296-  
5655.

*For questions  
about this training  
you can contact*

*Jamie Schwartz at*

*Jamie.L.schwartz4*

*[.nfg@mail.mil](mailto:.nfg@mail.mil) or*

*(785) 274-1423.*



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## FAQs about KS-TRAIN and New User Accounts

### • How do I sign up for a TRAIN user account?

Log onto <https://ks.train.org>. Click on “Create an Account,” which appears underneath the login on the left hand side of the screen. Review and accept the Terms and Conditions. Fill out all of the necessary information on the subsequent pages. (If you’d like, you can also fill in the optional information.) When you have finished, click “Continue” to enter the site.

### • How do I find courses to take?

There are several ways to do this. If you have a Course ID Number: enter this number in the “Search by Course ID” box (the second pale-blue box below the Kansas Seal). If you don’t know the Course ID number you can click the “Course Search” link at the top of the screen. From this page you can click “Browse” to view all course offerings in TRAIN, or you can use any of the tools in the “Search Options” list to help narrow your results.

### • I’ve registered for a course – where do I find confirmation of this?

All of your course registrations can be found by clicking “My Learning” from the home page. This will include all in-progress courses. With courses offered by Kansas Emergency Management; you can expect to receive an email confirmation from our office within 3 working days after you submit your registration for approval.

### • I signed up for a “Live” course and can no longer attend. Who should I contact?

You can withdraw yourself from any course by going to the Course Management page and clicking the “Withdraw” button. You can also contact Isabel Herrera Schultes at [maria.i.herrera13.nfg@mail.mil](mailto:maria.i.herrera13.nfg@mail.mil) or 785-274-1412 if you need help withdrawing.

**Please contact our office if you have any questions about this course.**